

MI-WIC POLICY

Administration

1.0 Administration

Effective Date: DRAFT

1.10 Voter Registration

PURPOSE: This policy describes the process local agencies must follow in order to comply with the National Voter Registration Act of 1993 (NVRA). NVRA requires WIC agencies to offer clients the opportunity to register to vote.

A. POLICY:

1. WIC agencies shall offer voter registration services to all WIC clients and authorized persons who are at least 18 years of age (by election day), and document the response in MI-WIC.
2. The offer of voter registration shall be made at certification and recertification appointments, and when a change of address occurs.
3. Each person eligible for voter registration shall be given form #NSP-938B, Voter Registration Application. The top portion of this form is commonly referred to as the "declination form." (See Exhibit 1.10A for a copy of this form.)
 - a. If the person indicates on the form that he or she does not wish to register to vote, or if the person does not check either the "yes" or "no" box, he or she should sign and provide address. Should the person refuse to do this, the WIC staff must initial and date the "declination" portion of the form (top right hand corner). The form is then filed according to local agency procedures.
 - b. If the person indicates that he or she wishes to register to vote, the person shall be given the Voter Registration Application to complete. (See 1.10A Voter Registration Form)
4. Persons requesting assistance to complete voter registration forms shall receive the same assistance that would be given to a person completing any other agency forms. This might include reading aloud or translation.
5. Persons may choose to complete the form outside of the WIC office and mail it themselves, or they may give the completed form to WIC agency staff to mail. Local agency staff shall accept all voter registration forms for mailing, if requested by the individual completing the form.
6. Local Agency staff shall submit completed forms to the clerk of the County, City or Township of the applicant's residence within seven days of application. Addresses for County Clerks are printed on the back of the Voter Registration Application.

If the application is completed within seven days of the "close of registration" for an August primary or November general election, completed registration forms shall be forwarded to the appropriate clerk within one business day.

7. Local agency staff providing voter registration services shall not:
 - a. Seek to influence an applicant's party preference.
 - b. Display any political preference or party allegiance.
 - c. Make any statement or take any action to discourage the applicant from registering to vote.
 - d. Make any statement or take any action that leads the applicant to believe that a decision whether or not to register to vote has any bearing on the availability of services or benefits through the WIC program.
8. Information on voter registration shall be kept strictly confidential. No information regarding a person's declination to register may be used for any purpose other than voter registration. Similarly, if an individual does register to vote, the local agency at which the applicant submits a Voter Registration Application may not be publicly disclosed.
9. Declination forms shall be retained by the local agency for 24 months before discarding.

B. GUIDANCE:

1. Intake and certification staff who record demographic information should conduct voter registration. The voter registration process might take place when the Michigan WIC Client Agreement is reviewed and signed.
2. If a client does not check either the "yes" or "no" box on the declination form, and the client declines to record his/her name and address, local agency staff should initial, date and file the declination form.
3. Voter Registration Forms may be ordered using the WIC E-form ordering process. **The form number is #NSP-938-B.** Forms come in packets of 250.

References:

National Voter Registration Act of 1993 (NVRA)

Cross-References:

1.06 Records Retention and Destruction

Exhibits:

1.10A Voter Registration Form (#NSP-938-B)